

Metryki.GenBaza.pl

Poland “How to” Guide, Intermediate Level: Instruction

May 2022

GOAL

This guide will teach you to use the website Metryki.GenBaza.pl to browse digitized records from various archives in Poland.

INTRODUCTION

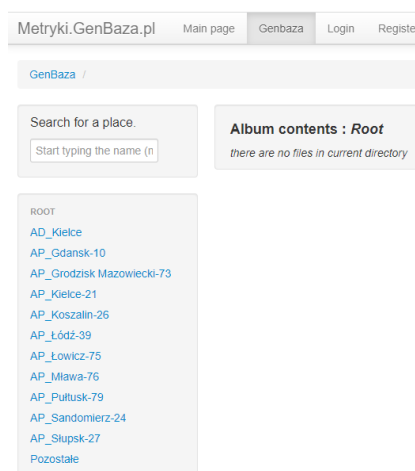
The Polish archive system consists of many regional archives throughout Poland which are under the umbrella of the main Polish State Archive located in Warszawa (Warsaw). Metryki GenBaza currently hosts scans of assorted vital records from the regional and diocesan archives in Poland listed below. Keep in mind that scans from additional archives may be added in the future. To see the list of included archives, click **Genbaza** at the top of the webpage.

Diocesan Archives [marked as AD]

- Kielce

Regional State Archives [marked as AP]

- Gdansk
- Grodzisk Mazowiecki
- Kielce
- Koszalin
- Łódź
- Łowicz
- Mława
- Pułtusk
- Sandomierz
- Słupsk



The regional archives do *not* correspond to modern voivodeship (province) boundaries in Poland and often cover parts of multiple voivodeships. For a map of approximate regional archive boundaries, click [here](#). Keep in mind that records for border areas may be found in neighboring archives.

There are no indexes on Metryki GenBaza for the records hosted there; however, indexes to some of the records are available through the following websites:

- <http://geneteka.genealodzy.pl/> (Covers various areas of Poland. See the Poland “How to” Guide [Geneteka: Indexed Records](#))
- <https://ztlgopomerania.pl> (Pomeranian voivodeship)
- <https://pommerscher-greif.de/greif-index.html> (Pomeranian voivodeship)
- <http://www.ptg.gda.pl/index.php/certificate/action/main/> (Pomeranian voivodeship)

- <https://regestry.lubgens.eu/news.php> (Lublin voivodeship)
- <http://www.basia.famula.pl/en/> (primarily for Greater Poland voivodeship)
- <https://indeksy.projektpodlasie.pl/> (Podlaskie voivodeship)

The name of the town which created the record (such as the church parish or civil registration office) is necessary to successfully use this website, as records are listed under those locations. Additionally, you will need to know the Polish version of the town name.

If you do not know the name of the parish or civil registration office, or do not know the location of the place within modern Poland, consult the [Poland Gazetteers](#) article on the FamilySearch Wiki before continuing.

Once you have determined the name of the parish, civil registration office, Polish names and location, search <https://www.szukajwarchiwach.gov.pl/> to determine the archive in which the records you are interested are housed. (For instructions on how to use this website, please consult the “How to” Guide [Polish State Archives Online](#).) Once identified, compare this archive to the list of archives included on Metryki GenBaza (found on page 1 of this “How to” Guide and on Metryki GenBaza by clicking on the **Genbaza** tab at the top of the webpage). If your archive appears, follow the steps below to determine if the records you are interested in are available digitally through Metriki GenBaza.

HOW TO

Note: This is a Polish website, so the default language is Polish. If desired, you can click the US flag at the top of the screen to view the English version of the website. You *do not* need to register for an account before viewing scans of the records.

There are two ways to search for records for your location of interest.

Option 1: Town first

1. Go to <https://Metryki.GenBaza.pl>.
2. Click **Genbaza** at the top of the webpage.
3. Type the name of the town of interest into the box below **Search for a place** (if you are still using the Polish version of the website, it will say *Wyszukaj miejscowość* above the box.) As you begin typing, a dropdown list of possible matches will appear. Click on the name of the town of interest if it appears in the list. You do not need to use diacritics when entering the town name into the search field.

Note: If your town of interest has a common name, it is sometimes difficult to tell if you have the correct one as only some of the files include the archive in the name (ex: Bebelno_AP Kielce). Once you select the town from the dropdown list, you will see breadcrumbs in blue above the search box indicating the archive in which the records you selected are held (ex: GenBaza / AP_Łódź-39 / Bedlno_1395).

Option 2: Archive first

1. Select the archive covering the area in which your town was located. A list of towns will appear. Town names listed under the Regional State Archives with no abbreviations following often indicate they are civil records. A few common abbreviations given with the town names are as follows:
 - ASC – *Akta stanu cywilnego* (civil registration records)
 - bab / bapt – Baptist church records
 - ew – Lutheran church records
 - kat – Catholic church records
 - moj – Jewish records
 - pra / praw – *prawosławny* (Orthodox)
 - pow – *powiat* (county/district)
 - gm / gmin – *gmina* (township/commune)
2. Once you select a town you will see a new list showing years and record type (ex: 0012_1877_zg). The numbers on the left (0012) keep the list in order. The middle numbers are the year, and the end abbreviations describe the record type. In this example the book contains death records. Common record type abbreviations:
 - al / a / aneksy – *alegata* files (marriage supplements)
 - cd – civil duplicate
 - ur – birth
 - konf – confirmation
 - sl – marriage
 - skor – *skorowidz* (index)
 - zg – death
 - zap – marriage banns
3. The box to the right contains a list of numbered JPG files (scans of the original book from the archive). Click on any image to view that scan of the book. This will take you to a new screen where you can use the toggles on the left to zoom in or out. You can download the image by clicking the button labeled **Download photo** (or **Pobierz zdjęcie** in the Polish version) located at the top left side of the screen. To move to the previous or next page in the book, look for the bar at the top right side of the page and click the scan numbers to the right or left of the gray box (indicating the scan you are currently looking at).

PRACTICE

1. Go to <https://Metryki.GenBaza.pl> and click on the **Genbaza** tab on the top left.
2. In the list on the left side of the screen, select AP_Łódź.
3. Scroll down the list until you find Dzietrzniki_1469, then click it.
4. On this new list, find 1856. Click on 1856_105. This will bring you back to the top of the

page and you will see a list of scans.

5. Choose the first scan (_1071.jpg) to see the cover of the book, which states that this book contains births, marriages, and deaths for this parish.
6. We are looking for marriage records, so we can jump several pages by clicking the numbers on the top-right side of the screen. If we click 7 we will see that we are still in the birth section and need to continue. Go to page 10 and we find the birth index which signals the end of the birth records for the year.
7. Since the marriage records will follow the birth index, and this appears to be a small book based on the number of scans, you may choose to move ahead in the scans one page at a time looking for the marriage index at the end of the section. To do so, select the number to the right of the gray box on the top-right. In this instance it is number 11. As you click through you will reach the marriage index on number 16 (on the top bar). According to the alphabetical index, 17 marriages occurred in 1856. Tomasz Bator and Agnieszka's marriage record is entry 6.
8. Click the box labeled 15 (to the left of your grayed box of 16) to move back one page. Continue to click the box to the left until you see entry 6. The marriage entry for Tomasz Bator and Agnieszka (entry 6) is located on page 12 (in the top-right bar) at the bottom of the right side of the page. To see it you will need to click and drag the image up or zoom out.

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.

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